

ADMINISTRATIVE SERVICES

VACATION SCHEDULES

(Including Office of the Chief and Chiefs
and Assistant Chiefs of Divisions)

<u>Name</u>	<u>Period of Leave - 1951</u>
<u>Office of the Chief</u>	
Chief	10 thru 28 September
Deputy Chief	6 Aug - 4 September
Assistant	On Official travel
<u>Real Estate and Constructi</u>	
Chief	1 - 14 July <u>or</u> 15 - 28 July
Acting Asst. Chief	30 Sept - 13 Oct <u>or</u> 20 May - 2 June
<u>Reproduction Division</u>	
Chief	30 July - 10 Aug
Assistant Chief	2 - 27 July
<u>Transportation Division</u>	
Chief	16 - 27 July
Assistant Chief	25 June - 6 July
<u>Building Maintenance and U</u>	
Chief	24 June - 6 July
Assistant Chief	6 - 20 July
<u>General Services Division</u>	
<u>Machine Records Br.</u>	
Acting Chief	11 - 29 June
Tab. Project Planner	16 - 27 April
<u>Records Mgt. & Dist. Br</u>	
Acting Chief	9 - 15 May
Mail & Courier Sec.	30 July - 10 Aug
" " " "	25 June - 6 July
Admin. Files Sec.	5 - 18 Aug
" " " "	16 - 27 July <u>or</u> 20 - 31 Aug
Records Control Sec.	21 - 2 June <u>and</u> 20 - 31 Aug

STATINTL

Deputy Director for Administration
THRU: Asst. Deputy Director (Admin. - General)
Chief, Administrative Services

24 April 1951

Vacation Schedules

1. Supplementing the vacation schedule covering my immediate staff, also my Division Chiefs and their assistants, I wish to inform you that each of my Division Chiefs has reported to me that they have now prepared a vacation schedule covering every member of their respective staffs.

2. Under these schedules, each person working under my supervision will take at least two consecutive weeks of vacation during the current calendar year.



W. L. PEEL

STATINTL

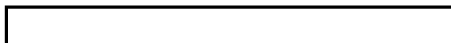
Assistant Deputy (General)

18 April 1951

Deputy Security Officer/CIA

Annual Leave within I&S

Arrangements are being made requiring that all personnel take at least two weeks leave during the summer months for vacation purposes. A schedule of leave is being drawn up for this purpose in order that the employees will know in advance of their scheduled leave and to permit the orderly conduct of business. The schedules of leave will be worked out on a unit or section operation to insure that experienced personnel are at all times on duty in order to carry out the functions of the particular units. No difficulty is anticipated in effecting this arrangement.



STATINTL

23 April 1951

MEMORANDUM FOR: Deputy Director (Administration)
FROM: Chief, Medical Staff
SUBJECT: Annual Leave

In accordance with the request for a survey of annual leave to be used prior to 1 July 1951, the following leave is anticipated:

Chief, Medical Staff - 2 weeks in May

Deputy Chief - 24 April - 3 May

JOHN R. TIETJEN, M. D.

Assistant Deputy Director (Administration)

23 April 1951

Chief of Procurement

Annual Leave

1. All annual leave for the personnel of the Procurement Office has been scheduled.

2. Annual leave for the undersigned will be for the following inclusive dates:

31 May - 1 June; 5 - 6 July; 13 - 31 August.

ANDREW E. VAN ESSO

VACATION SCHEDULES

Chief, Med Staff - 2 wks in May ✓
Chief, Adm Serv - 10 thru 28 September ✓
Pers Dir - 6 thru 31 August
Adv for Mgmt - 20 Aug thru 1 September
Gen Coun - 30 July thru 11 August
Comptroller - 18 June thru 22 June - 1 Oct-20 Oct
ADD/A-I&S - 2 weeks in France
Chief of Proc - 31 May - 1 June; 5-6 July; 13-31 Aug